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Security

AIR BASE DEFENSE

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This instruction implements AFPD 31-3, *Air Base Defense*. It provides guidance for air base defense (ABD) during the transition to war and contingency operations. Use it with Joint Pub 3-10, *Doctrine for Joint Rear Area Operations*, February 26, 1993, and Joint Pub 3-10.1, *Joint Tactics, Techniques, and Procedures (JTTP) for Base Defense*, March 15, 1993. Related directives and instructions include AFPD 31-1, *Physical Security*; AFPD 31-2, *Law Enforcement*; AFI 31-301, *Air Force Physical Security Program*; AFI 31-201, *Security Police Standards and Procedures*; AFH 31-302, *Air Base Defense Collective Skills*; and AFH 31-305, *Security Police Deployment Planning*. See [Attachment 1](#) for abbreviations and acronyms used in this instruction.

(AFMC) This supplement implements AFPD 31-3 and AFI 31-301, *Air Base Defense*. It expands on the guidance in the AFI, applies to all organizations within AFMC, and delineates specific responsibilities. It does not apply to the Air National Guard (ANG) or US Air Force Reserve (USAFR) units and members.

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SUMMARY OF REVISIONS

This revision corrects paragraph 3.2. The | indicates revised material.

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Chapter 1

AIR BASE DEFENSE MISSION

1.1. Mission. ABD forces must maintain a secure environment by detecting and engaging enemy forces that threaten sustained air operations. These forces must be organized to prevent and defeat attacks rather than to react passively. They must be integrated into rear security operations with other services, host nation (HN), and allied forces. Security police forces must also be prepared to support peacetime contingency operations.

1.1.1. Defending US Air Force resources is the responsibility of all air base personnel. US Air Force personnel who are armed and trained (for example, Prime Beef, Prime Ribs, combat communications units, and selectively armed personnel) must take an active part in ABD. Senior Air Force commanders at each base must carefully consider selective arming and augmentation programs. If the threat requires more armed personnel than are already in place, commanders must plan for time-phased, force deployment list (TPFDL) reinforcements.

1.1.2. The senior Air Force commander organizes, plans, trains, and equips ABD forces. The commander improves ABD as necessary by arranging additional support from other US Service and HN support forces.

1.2. The Threat. Current and accurate threat information is vital for planning ABD operations. Threats to air bases are grouped into three levels, each denoting a responsibility for action. The enemy may use one or all of these to attack air bases. ABD forces must be capable of reacting to nuclear, biological, and chemical (NBC) warfare during all threat levels, to ensure successful sortie generation.

1.2.1. Level I includes small-scale threats conducted by agents, sympathizers, and partisans, and agent-supervised or independently initiated terrorist activities. Level I threats must be defeated by ABD forces.

1.2.2. Level II includes long-range reconnaissance, intelligence gathering, and sabotage operations conducted by special purpose forces, guerrilla forces, unconventional forces, or small tactical units. Level II threats must be defeated or delayed until assistance comes from response forces, usually US Army Military Police units assigned to area commands with supporting fire.

1.2.3. Level III threats include major attacks by aircraft and theater missiles armed with conventional weapons or NBC weapons, in addition to major ground attacks. Level III threats may require timely assistance from a response force (RF) or a tactical combat force (TCF); however, ABD forces must be able to delay ground-based threats.

1.3. Theaters of Operation. ABD operations are needed everywhere from mature theaters to austere regions. Air Force leadership must be able to adapt to a variety of ABD requirements.

1.3.1. A mature theater is an area where ABD operations are conducted on existing main operating bases (MOB) or host nation (HN) bases called collocated operating bases (COB).

1.3.2. An austere region is an area where ABD forces may deploy to sites without existing US Air Force or HN facilities.

1.3.3. Rear areas of a theater are areas that assist in providing freedom of action and continuity of operations, logistics, and command and control. Rear areas may be limited in land mass or may

encompass several national boundaries. They are vulnerable to a variety of enemy weapons systems, special operations forces, and surveillance systems. Numerous other units and support facilities that contribute to sustained sortie operations may be targeted and must be defended.

1.4. Joint Operations for ABD. Most future conflicts will be a joint or coalition campaign. Joint or combined campaigns are the integrated military activities of two or more service components- Air Force, Army, Navy, and Marine Corps. MAJCOMs and units should refer to Joint Publication 3-10, *Doctrine for Joint Rear Area Operations*, and Joint Publication 3-10.1, *Joint Tactics, Techniques, and Procedures (JTTP) for Base Defense*, for guidance on conducting ABD in a joint or combined rear area. The primary mission of a joint operation is to sustain the campaign and major operations of the joint force. Joint operational functions include security, communications, intelligence, sustainment, area management, movements, infrastructure development, and HN support. Joint Publication O-2, *Unified Action Armed Forces*, provides additional references.

1.5. HN Support. The joint forces commander (JFC) normally establishes a single office to serve as the executive agent to manage and coordinate HN support for ABD. MAJCOMs and deployed units use this office to resolve conflicts when seeking HN support. Air Force senior commanders must actively solicit HN support. Component commanders are responsible for the use and employment of HN support IAW JFC directions and guidelines.

Chapter 2

RESPONSIBILITIES

Section A—General Responsibilities

2.1. Chief of Security Police (HQ USAF/SP): 1) Is the approval authority for ABD policy, 2) Plans, develops, and monitors all US Air Force ABD programs, 3) Serves as office of collateral responsibility with HQ USAF/XO in developing regulatory requirements for US Air Force arming policies, 4) Coordinates with HQ USAF/XOXW on theater operational plan (OPLAN) Time-Phased Force and Deployment Data (TPFDD) development to ensure consistency with ABD doctrine, 5) Manages distribution of ABD equipment, weaponry, and vehicles received through central procurement, and 6) Manages the ABD program objective memorandum (POM) funding process.

2.1.1. Headquarters Air Force Security Police Agency (HQ AFSPA):

2.1.1.1. Plans, develops, and reviews programs concerning ABD training, employing Resource Augmentation Duty Program (READY) augmentees, and selectively armed owner or user personnel in support of ABD.

2.1.1.2. Reviews ABD training requirements and recommends curriculum changes.

2.1.1.3. Coordinates with supporting MAJCOM/SP staffs for wartime deployment of ABD forces.

2.1.1.4. Monitors SP participation in Joint Chiefs of Staff (JCS) exercises.

2.2. Air Force Intelligence (HQ USAF/IN). Provides guidance for Air Force intelligence support to ABD operations.

2.3. MAJCOM/IN:

2.3.1. Ensures the Defense Force Commander (DFC) receives real-time combat information and intelligence data about enemy forces in their tactical area of responsibility (TAOR).

2.3.2. Upon request, reviews other ABD threat estimates, special subject summaries, and related reports.

2.3.3. Collects and processes all source intelligence to help commanders during wartime and contingencies.

2.3.4. Plans, programs, and budgets for intelligence resources necessary to support air base operations.

2.3.5. Provides theater-specific intelligence training and materials to unit personnel to support ABO.

2.3.6. Develops a command intelligence estimate for ABD planning and provides it and other ABO related threat materials to units.

2.4. Air Force Office of Special Investigations (AFOSI):

2.4.1. AFOSI provides counterintelligence activities to include collection/production of information concerning foreign intelligence, investigations of terrorism, sabotage, and related acts, offensive operations against foreign intelligence services, and anti-terrorism services.

2.4.2. AFOSI provides the DFC counterintelligence (CI) information within the ABD TAOR as well as establishing an effective liaison with host nation intelligence, security, and law enforcement sources.

2.4.3. AFOSI must also maintain the capability to respond to criminal activities.

2.4.4. AFOSI operations are most effective against Level I and II threats.

2.5. HQ Air Force Material Command (HQ AFMC). Through the Air Base Systems Branch, explores new technologies and conducts research, development, acquisition, testing, and evaluation on new systems for ABD.

2.6. The National Guard Bureau (NGB):

2.6.1. Organizes, trains, and equips their SP units for wartime duties in coordination with the gaining MAJCOM/SP and HQ USAF/SP.

2.6.2. Ensures that each Air National Guard (ANG) SP unit completes ground combat skills (GCS) training at least every 4 years, preferably every 3 years.

2.7. HQ Air Force Reserve (HQ AFRES):

2.7.1. Organizes, trains, and equips their SP units for wartime duties in coordination with the gaining MAJCOM/SP and HQ USAF/SP.

2.7.2. Ensures each Air Force Reserve (AFRES) SP unit completes GCS training at least every 4 years, preferably every 3 years.

2.8. HQ Air Education and Training Command (HQ AETC). Develops, operates, and maintains initial SP training programs in coordination with HQ USAF/SP. Refer to [Chapter 3](#) for training requirements.

2.9. MAJCOM Chiefs or Directors of Security Police:

2.9.1. Organize, train, equip, and maintain ABD elements according to this instruction, AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*, AFH 31-305, *Security Police Deployment Planning*, and other planning documents.

2.9.2. Manage the manpower, equipment, and performance of assigned unit type codes (UTC).

2.9.3. Prepare plans and documents for getting necessary ABD equipment.

2.9.4. Establish sustainment training standards and advise subordinate units on ABD skills training.

2.9.5. Make recommendations to HQ USAF/SPO on policies concerning organizing, training, and equipping deployable SP UTCs.

2.9.6. Manage command SP participation in HQ USAF, MAJCOM, and JCS exercises.

2.9.7. Complete and forward RCS: HAF-SP(SA)9378 report AF Form 3594, *Security Police Equipment and Manning Report*, or applicable Security Police Automated Systems data base, following the guidance in [Attachment 2](#).

2.10. Supported MAJCOMs:

2.10.1. Develop TPFDD requirements to support theater OPLANs and CONPLANs.

2.10.2. Ensure sustaining munitions quantities are consistent with authorizations and SP forces, including in-place and continental United States (CONUS) augmentation forces projected for deployment.

2.10.3. Identify equipment and resupply procedures for the deploying units in OPLANs that contain requirements for SP units.

2.10.4. Establish subsistence requirements with Headquarters Defense Commissary Agency to support theater taskings.

2.10.5. Advise supporting commands of requirements unique to the particular theater such as 40mm munitions mix for fighting load, unique vehicle or equipment needs, etc.

2.10.6. Identify vehicle requirements for prepositioning and update requirements in TPFDDs.

2.10.7. Provide after-action reports (AAR) for all mobility deployments and subsequent rotation or replacement units to HQ AFSPA/SPSD. Prepare reports using the specific formats and content information available in AFP 102-2, Volume I, *Joint User Handbook for Message Text Formats*, and as supplemented by AFMAN 10-206, *Operational Reporting*. When AFP 102-2, Volume I, does not contain specific format for the report, use the general administration format with the report's name as the SUBJECT.

2.11. Supporting MAJCOMs: 1) Apply the guidance in War and Mobilization Plan (WMP) -1, Annex T, to maximize the number of active-duty personnel available for wartime deployment and make optimal use of augmentation and selectively armed personnel, 2) Organize, train, equip, and maintain the deployable units reported in WMP-3, Part 2, 3) Ensure UTCs from active and reserve components are deployable within the designed operational capability (DOC) time, 4) Develop budget, requisition, and accounting procedures for required weapons, munitions, equipment, and subsistence, 5) Include procedures for deploying WMP-3 committed units in command mobility planning documents, 6) Maintain a deployment data base for use in time-critical directed deployments, and 7) Provide AARs to HQ AFSPA/SPSD for all mobility deployments and subsequent rotations or replacement units.

2.11.1. Provide additional personnel to CONUS bases (if necessary) from other bases in the command when all OPLAN deployment requirements are satisfied. Before using extra personnel from other bases, consider using personnel in the local base READY program and selectively armed owner or user personnel to fill shortfalls. In all cases, coordinate plans to deploy personnel from other bases with the MAJCOM personnel staff.

2.11.2. (Added) A multiplier of 1.2 will be used to determine alternates for Unit Tasked Code (UTC) positions. For example, a total of 16 persons are trained for a 13-person QFEB2 ($13 \times 1.2 = 15.6 = 16$).

2.12. The US Army Training and Doctrine Command. In coordination with HQ USAF/SP and HQ USAF/XOXD, is the executive agent for developing and revising joint (Army and Air Force) ABD doctrine.

2.13. Base Tenant Units. Provide any support necessary for ABD. Support may include the selective arming of owner or user personnel to defend people and resources in their immediate work areas and the augmentation of other ABD forces.

2.14. Security Police Unit Commanders:

2.14.1. Ensure all security police personnel are trained and proficient in individual GCS IAW STP 21-1-SMCT, *Soldiers Manual of Common Tasks, Skill Level 1*.

2.14.2. Ensure each UTC participates in an ABD exercise at home-station at least once a year. Collective skills guidance is outlined in AFH 31-302, *Air Base Defense Collective Skills*. A MAJCOM training center or joint regional training center (JRTC) deployment will satisfy this requirement.

2.14.3. Ensure assigned Individual Mobilization Augmentees receive GCS sustainment training.

2.14.4. Ensure tasked UTCs prepare and maintain current deployment folders for use in home station training, to include country data, maps, photos, threat estimates (IN/OSI), and rules of engagement.

2.14.5. (Added) Ensure deployment after action/lessons learned reports are forwarded to HQ AFMC/SPO within 14 duty days of all real world and all exercise deployments. The reporting format is at attachment 1. {RCS: MTC-SP(AR) 9501 applies. This report is designated emergency status code 3, continue reporting during emergency conditions, delayed precedence.}

2.15. Defense Force Commander (DFC):

2.15.1. The senior Air Force commander responsible for the air base normally delegates operational authority to conduct ABD to the DFC. The DFC's staff typically consists of a headquarters (HQ) administrative branch (S1), a combat information section (S2), an operations branch (S3), and a logistics branch (S4).

2.15.2. The DFC:

2.15.2.1. Establishes a base defense operations center (BDOC) that serves as the focal point for ABD and security.

2.15.2.2. Plans, directs, integrates, coordinates, and controls all ABD efforts through the BDOC staff.

2.15.2.3. Coordinates ABD issues and requests for assistance with the rear area operations center (RAOC) or rear tactical operations center (RTOC).

2.15.2.4. Submits situation reports through WOC.

2.15.2.5. Disseminates rules of engagement to all ABD forces.

2.15.3. If possible, the DFC exchanges liaison representatives with other US, HN, and allied forces within the area of operation. If this is not possible, the DFC must communicate closely with the RAOC, RTOC or other command and control elements of friendly forces.

*Section B—Responsibilities for Communications***2.16. ABD Communications Support:**

2.16.1. SP units preparing for ABD operations need certain items for secure communications, which may be requested through their communications security manager: 1) Cryptological material, 2) Signal Operating Instructions (SOIs), 3) Voice call signs, 4) Procedural guidance on accounting, maintenance, and operational use of communications security material.

2.16.2. HQ USAF/SC coordinates and provides communications expertise to HQ USAF/SP, other Air Staff, and MAJCOM/SCs on communications issues and helps HQ AFMC with logistical support for communications-computer systems.

2.16.3. HQ USAF/SP and MAJCOM/SP coordinates procurement of communications equipment for ABD and CONUS mobility forces with HQ USAF/SC or the respective MAJCOM/SC.

2.16.3.1. MAJCOM/SPs plan and request frequency authorizations. They ensure SP units tasked with a mobility or in-place ABD mission provide a list of all communications equipment to the local and MAJCOM/SC communications unit. This list includes authorized equipment, items on hand, and items on order. Local communications units then organize the necessary maintenance support.

2.16.4. Both supporting and supported commands provide wartime maintenance support for ABD communications and electronics equipment at deployed locations. Communications repair personnel maintain this equipment and:

2.16.4.1. Plan for setting up and redeploying communications-electronics equipment at the deployment site.

2.16.4.2. Ensure communications maintenance UTCs are fully trained and supplied with bench test equipment they would need to maintain SP ABD tactical ground communications equipment.

2.16.4.3. Identify and plan for surge communications requirements according to theater planning.

2.16.4.4. Ensure essential communications and computer systems have established local maintenance.

2.16.5. During peacetime, ground combat radio systems are maintained by the base-level communications unit or through contract services. During wartime and contingency deployments, deployable communications UTCs (6KMQ8) or in-place supported command communications personnel maintain the radio systems.

Chapter 3

TRAINING REQUIREMENTS

3.1. The Air Force Security Police Academy. The SP Academy includes GCS training as a permanent part of the curriculum for entry and career progression. All SP personnel must complete the appropriate resident entry level GCS course upon accession into the law enforcement, security, and SP officer Air Force specialties. Additionally, career development courses for enlisted 5 and 7 level training include GCS material.

3.2. Personnel Assigned to UTCs. These personnel must complete training as follows: 1) Individuals, captain through colonel and senior NCOs in ranks of master sergeant through chief master sergeant, assigned to an SP headquarters element UTC (QFEBA or QFEBB) must complete the ABD command course. This course is recommended for all other SP officers in the ranks of captain through colonel and senior noncommissioned officers in ranks of master sergeant through chief master sergeant, 2) Individuals in the grades of sergeant through master sergeant assigned to a UTC must complete the GCS level II course. This course is recommended for all other SP enlisted personnel in the ranks of sergeant through master sergeant, 3) All personnel must receive and maintain weapons qualification IAW AFM 36-2227, *Combat Arms Training and Maintenance Program*.

3.2. All lieutenants thru captain assigned to a primary or alternate position on a UTC must attend or be scheduled to attend the Air Force Level IV, Ground Combat Skills (GCS) course. All flight sergeants and squad leaders must attend or be scheduled to attend the Air Force Level II, GCS course. Any senior airman assigned as a fire team leader must attend or be scheduled to attend the Air Force Level II, GCS course. Only career airmen who have completed Airman Leadership School can attend level II training.

3.2.1. Each UTC must attend a MAJCOM level training squadron or flight, JRTC or JCS exercise at least every 3 years, preferably every 2 years.

3.2.2. (Added) Units will assign individuals to a UTC position for at least 24 consecutive months. Units must retain 65 percent of its trained personnel on each of their UTCs assigned under normal conditions for 24 months. This requirement allows a unit to remove only one-third of its leadership positions [**QFEBC:** flight leader (1), flight sergeant (1), squad leaders (3), and ratelos (3); **QFEB2:** squad leader (1), and fire team leaders (3)]. This includes changes due to permanent change of station moves and separations. Units cannot change out the flight leader and flight sergeant within the same twelve month period. Team integrity for each assigned UTC must be the unit commander's highest priority. All units with a tasked UTC must submit a semiannual Air Base Defense Leadership/Training Continuity report which will measure a UTC's leadership and training standards. This Quality Performance Indicator (QPI) report is to be dated as of 30 June or 31 December and is due to arrive at HQ AFMC/SPO no later than the 10th work day of the following month beginning in June 1997. Example of the report format is at attachment 3. All waivers to leadership/training standards must be signed by the unit commander and forwarded to HQ AFMC/SPO.

3.3. (Added) Physical Fitness Standards. Each member/alternate assigned to a UTC must meet the following minimum physical fitness requirements as noted in attachment 2. All personnel assigned to a UTC must be prepared to perform rigorous physical conditioning in order to carry out their wartime duties. All units with a tasked UTC must submit a semiannual Air Base Defense Physical Fitness report which will measure a UTC's physical fitness standards. This QPI report is to be dated as of 30 June or 31 December and is due to arrive at HQ AFMC/SPO no later than the 10th work day of the following month

beginning in June 1997. Example of the report format is at attachment 3. All waivers to physical fitness standards must be signed by the unit commander and forwarded to HQ AFMC/SPO.

Chapter 4

ABD OPERATIONS

4.1. Planning for ABD. ABD planners must know the strategic intelligence and threats for their expected area of operation. The *ABO Threat Support Document Worldwide Threat to Air Bases: 1991-2001 (U)* is a source for this information.

4.1.1. Plans must address the ground order of battle for each threat level. Focus on expected enemy force capabilities and ensure the ABD plan (format in AFMAN 10-401) details how to fight and defeat enemies with those capabilities.

4.1.2. The plan must:

4.1.2.1. Describe the enemy, friendly situations, and the ABD force organization.

4.1.2.2. Outline the mission of the ABD force, DFC's concept of operation, logistics and administrative support, and appropriate command and signal information.

4.1.2.3. Outline the responsibilities of other US Air Force, Department of Defense (DoD), allied, or HN forces available for ABD.

4.1.2.4. Tell how the SP force makes the transition from peacetime to wartime ABD operations.

4.1.2.5. Address how selectively armed owner or user security integrates into ABD during the transition.

4.1.2.6. Outline and assign areas of responsibility for ABD.

4.2. The Theater Combatant Commander:

4.2.1. Oversees all joint rear area (JRA) operations.

4.2.2. Assigns responsibilities for defending the JRA and establishes the command or coordination method.

4.2.3. Exercises command authority or operational control over all theater joint forces.

4.2.4. Designates which service will provide external forces for each air base.

4.2.5. Defines the command and control relationship between subordinate area commanders and air base commanders.

4.2.6. Defines each base TAOR.

4.2.7. Establishes theater rules of engagement based upon guidance from the national command authorities through the Chairman of the JCS.

4.2.8. Appoints a JRA coordinator (JRAC) who establishes a joint rear tactical operations center, using joint force staff personnel and representatives from components operating in the JRA.

4.3. Standardizing Employment. To ensure standardized employment, procedures, concepts, and tactics, units involved in ABD operations follow the guidance in AFH 31-302, *Air Base Defense Collective Skills*.

4.4. Conducting ABD Operations. Successful ABD depends on a clear division of terrain responsibility and the sound application of the five principles of defense: 1) Aggressive defense, 2) Defense-in-depth, 3) All-around defense, 4) Integrated defense, and 5) Defense organized around key terrain and vital resources.

4.4.1. Analyzing the factors of mission, enemy, terrain and weather, troops, and time available (METT-T) enables ABD forces to mount the most effective defense.

4.4.2. The DFC organizes forces to defeat level I threats and delay level II or level III threats. When a threat exceeds the ABD force capabilities, the BDOC notifies the echelon RAOC or RTOC, which coordinates the employment of an RF or a TCF as outlined in Joint Publication 3.10.1, *Joint Tactics, Techniques, and Procedures (JTTP) for Base Defense*.

4.4.3. If an air threat exists to US Air Force MOBs, COBs, or bare bases, air defense assets will normally be assigned. Ensure any assigned air defense assets are incorporated into the overall ABD plan.

4.5. Military Operations Other Than War (MOOTW). Operations outside the purview of war are considered MOOTW. MOOTW may include, but are not limited to, support to US, state, and local governments, disaster relief, nation assistance, drug interdiction, peacekeeping, noncombatant evacuation, and peace enforcement. MOOTW may not be peaceful actions, may be of long duration, and typically have strict rules of engagement. The complexity of MOOTW requires flexible planning and leadership.

4.6. Prisoners of War. The US Army is the lead agent in preparing for, receiving, processing, and transferring enemy prisoners of war (EPW).

4.6.1. The US Air Force is responsible for EPWs under its control until they are released to the Army. All persons captured will be treated as EPWs until their true status is determined. This includes initial processing, interim detention, medical treatment, and transfer to U.S. Army or appropriate host nation authorities. Principles of handling EPWs include firm control, humane treatment, accountability and minimum field processing. Field processing includes search, segregate, silence, speed to the rear, and safeguard.

4.6.2. Properly tag and secure the individual, associated documents, and equipment until they can be transferred to the Army. Notify the servicing AFOSI unit upon seizure of documentation to ensure timely counterintelligence evaluation and analysis. The circumstances surrounding the capture must also be documented.

Chapter 5

MOBILITY, EXERCISES, AND INSPECTIONS

5.1. SP Mobility. Commanders at all levels must clearly and realistically project their wartime manpower requirements and assign each active duty and air reserve force SP unit a wartime mission that is consistent with the guidance in the USAF WMP-1, annex T.

5.1.1. Several factors determine the number and type of deployable units maintained by CONUS commanders: 1) Defense requirements at deployment destinations, 2) Peacetime manpower authorizations at CONUS base, 3) Extent of CONUS wartime sustaining requirements, 4) Fiscal restraints, 5) Training limitations, and 6) Use of augmentation manpower resources.

5.1.2. Deployable SP units are initially limited to those reported in the USAF WMP-3, part 2. HQ USAF/SP, in concert with supported and supporting MAJCOMs direct training and equipping of replacement forces.

5.2. Exercises to Test ABD . Exercises that test the capability of US Air Force personnel to deploy to forward operating locations should also test ABD. When possible, MAJCOMs should incorporate ABD participation in US Air Force or joint service exercises. Provide exercise objectives and AARs to HQ AFSPA/SPSD not later than 30 calendar days following any exercise or real-world deployment. Information in the AAR will be integrated into the Joint Uniform Lessons Learned System to provide lessons learned and assist in the development of force planning. Prepare reports using the specific formats and content information available in AFP 102-2, Volume I, *Joint User Handbook for Message Text Formats*, and as supplemented by AFMAN 10-206, *Operational Reporting*. When AFP 102-2, Volume I, does not contain specific format for the report, use the General Administration format with the report's name as the SUBJECT.

5.3. Evaluations and Inspections. During local or higher headquarters evaluations and inspections, determine the readiness of SP units as reported in WMP-3, part 2. Review the training for personnel assigned to deployable units and the availability of required weapons, munitions, and equipment. Correct any deficiencies reported.

5.4. Forms Prescribed. AF Form 3594, Security Police Equipment and Manning Report.

5.4. AF Forms 3594, *Security Police Equipment and Manning Report*, are to be dated as of 30 June or 31 December and are due at HQ AFMC/SPO no later than the 10th work day of the following month. {RCS: HAF-SP(SA) 9378 applies.}

RICHARD A. COLEMAN, Colonel, USAF
Chief of Security Police

Attachment 1**GLOSSARY OF ABBREVIATIONS AND ACRONYMS*****Abbreviations and Acronyms***

ABD—Air Base Defense
ABO—Air Base Operability
AETC—Air Education and Training Command
AFMC—Air Force Materiel Command
AFOSI—Air Force Office of Special Investigations
AFRES—Air Force Reserves
AFSPA—Air Force Security Police Agency
ANG—Air National Guard
BDOC—Base Defense Operations Center
COB—Collocated Operating Base
CONPLAN—Operation Plan in Concept Format
CONUS—Continental United States
DFC—Defense Force Commander
DOC—Designed Operational Capability
DoD—Department of Defense
EPW—Enemy Prisoner of War
GCS—Ground Combat Skills
HN—Host Nation
IN—Intelligence
JCS—Joint Chiefs of Staff
JFC—Joint Force Commander
JRA—Joint Rear Area
JRAC—Joint Rear Area Coordinator
JRTC—Joint Regional Training Center
JTTP—Joint Tactics, Techniques, and Procedures
MAJCOM—Major Commands
MOB—Main Operating Base
MOOTW—Military Operations Other than War
MTC—MAJCOM Training Center

NBC—Nuclear, Biological, and Chemical

NCO—Noncommissioned Officer

NGB—National Guard Bureau

OPCON—Operational Control

OPLAN—Operation Plan

POM—Program Objective Memorandum

READY—Resource Augmentation Duty Program

RF—Response Force

RAOC—Rear Area Operations Center

RTOC—Rear Tactical Operations Center

S1—HQ Administration Branch

S2—Combat Information Section

S3—Operations Branch

S4—Logistics Branch

SP—Security Police

TAOR—Tactical Area of Responsibility

TCF—Tactical Combat Force

TPFDD—Time-Phased Force and Deployment Data

UTC—Unit Type Code

WMP—War and Mobilization Plan

Attachment 2**SECURITY POLICE EQUIPMENT AND MANNING REPORT (AF FORM 3594)**

A2.1. MAJCOM/SPs get management information data from SP units within their command on 31 December and 30 June of each year. This data informs program management decisions for time-critical taskings in planned and unplanned contingencies. Use AF Form 3594 to report this information to HQ USAF/SPX.

A2.2. Reporting continues during emergency conditions using emergency status code C-2, Normal. Continue reporting during MINIMIZE.

A2.3. Forward AF Form 3594 to HQ USAF/SPX with information copies to HQ AFSPA/SPSD, to arrive not later than 15 January and 15 July each year.

A2.3.1. For sections I and III through VI of the report, indicate authorized and assigned data to support SP mobility (UTCs assigned) or in-place taskings.

A2.3.2. For mobility UTCs, use the logistics detail data to determine number of personnel authorized.

A2.3.3. For in-place units, report what equipment is authorized as determined by the parent MAJCOM.

A2.3.4. For section II, report the number of weapons authorized and assigned in the combat arms training and maintenance section.

A2.3.5. On section VII, report the number of UTCs, as reported in the WMP 3, Part 2.

**Attachment 3 (ADDED -AFMC) INSTRUCTIONS FOR COMPLETING THE AFTER ACTION/
LESSONS LEARNED SURVEY**

- Report critical issues immediately to AFMC/SPO then attach them as lessons learned to your survey response. The reporting format for these issues is the same as found in section V "COMMENTS," of the Survey.
- Complete the full After Action/Lessons Learned survey within 30 days of your return from deployment.
- Have three individuals identified as the three senior deployment team members in block I.5 complete the individual survey and attach these to the overall survey.
- Complete a survey for all deployments, real world or exercise.
- Please answer each question completely and honestly; non-attribution applies.
- When you explain an issue, give only key details. Consider making the issue a lesson learned if extensive explanation is necessary.
- DO NOT identify individuals except in paragraph I.5.

INDIVIDUAL AFTER ACTION/LESSONS LEARNED SURVEY

Rate each of the below listed areas based on the scale provided. Please provide written comments as you feel necessary, but be sure to explain all items you rate as "0" or "1," (Not Applicable or Very Dissatisfied).

0	1	2	3	4	5
Not Applicable	Very Dissatisfied	Somewhat Dissatisfied	Satisfied	Somewhat Satisfied	Completely Satisfied

	I. PREDEPLOYMENT	0	1	2	3	4	5
A	Warning Time.						
B	Did warning/tasking order provide sufficient and correct information?						
C	Specialized deployment training.						

	II. DEPLOYMENT	0	1	2	3	4	5
A	Mode of Transportation.						
B	Time allowed to prepare for redeployment.						

	III. EMPLOYMENT	0	1	2	3	4	5
A	Mission or role.						
B	Chain of command (through JTF/CC or equivalent).						
C	Your relationship with:						
	(1) Other US forces (if any).						
	(2) Multinational or UN forces (if any).						
	(3) Host nation forces (if any).						
D	Your work/rest schedule.						
E	Your rules of engagement.						
F	Weapons.						
G	Munitions.						
H	Communication Equipment.						
I	Vehicles.						
J	Services support.						
K	Messing.						
L	Billeting.						

	IV. REDEPLOYMENT	0	1	2	3	4	5
A	Time allowed to prepare for redeployment.						
B	Your mode of transport for redeployment.						

	V. OTHER QUESTIONS	0	1	2	3	4	5
A	Rate the adequacy of your training for the mission you accomplished.						
B	Rate your ability to deter the threat you faced.						
C	Rate your ability to detect the threat you faced.						
D	Rate your ability to defeat the threat once detected.						

AFTER ACTION LESSONS LEARNED REPORT									
NAME (Last, first, MI)			Rank	Unit		Duty Station		Duty Phone	
Position									
INSTRUCTIONS:									
- Complete this survey within 30 days of your return from deployment.									
- Complete a survey for each deployment, real world or exercise.									
- Please answer each question completely and honestly, non-attribution applies.									
- When you explain an issue, give only key details.									
- Consider making the issue a lesson learned if extensive explanation is necessary.									
- DO NOT identify individuals except in paragraph 5.									
UNIT TYPE CODE (UTC)									
QFEB2		QFEB3		QFEB4				OTHER PLEASE SPECIFY	
I. PREDEPLOYMENT									
1. How were you notified of your deployment?						PLACE X BELOW			
Warning Order									
Operations Order									
Verbal Notification									
Scheduled Deployment									
Other (Specify):									
2. What was your date of notification?									
3. Did you receive any of the following data (check all that apply)?									
Mission Folder					Maps				
Rules of Engagement					Intelligence Summaries				
Medical Information					Deployed point of contact				
Other, (list other items)									
4. What was your assigned mission?						PLACE X BELOW			
Law Enforcement									
Aircraft Security									
Air Base Defense									
If "Other", specify									
5. List the top three leadership personnel/positions deployed with your team/UTC.									
A. NAME, (Last, first, MI)									
Rank									
Position									
Unit and Duty Station									
B. NAME, (Last, first, MI)									
Rank									
Position									
Unit and Duty Station									
C. NAME, (Last, first, MI)									
Rank									
Position									
Unit and Duty Station									
6. Were you provided any specialized (mission specific) training?						YES		NO	
If yes, please outline the training provided:									

7. Did you deploy your complete UTC's Logistics detail (LOGDET)?		YES		NO	
If no, please specify what you left and why:					
8. Were you provided any specialized mission equipment?		YES		NO	
If yes, please list the equipment provided:					
II. DEPLOYMENT					
1. What was your actual departure date ?					
2. Our mode of travel was (check all that apply):					
Civ Air (TR/Charter)		Mil-Air		GOV	
POV		Sealift		Rail	
Other, Specify:					
3. What was the total of days between notification and departure?					
4. What was your aerial port of embarkation (APOE)?					
5. What was your aerial port of debarkation (APOD)?					
6. What was your deployment location? (Be as specific as possible)					
7. Did you have any enroute stops?		YES		NO	
If yes, what was the reason (for each stop)?					
8. Did you debark at your assigned deployment location?		YES		NO	
If not, why not and how did you get there?					
9. What kind of location were you assigned to?		PLACE X BELOW			
Main Operating Base					
Forward Operating Base					
Forward Operating Location					
Bare Base					
Civilian Airport					
Refugee/Detainee Camp					
Other, explain:					
10. Did you have any problems crossing borders (visas, passports, orders, etc.)?		YES		NO	
If yes, explain:					
How did you overcome the problem(s)?					
11. Did you have any problems with hazardous cargo such as vehicle fuel, ammunition, or batteries?		YES		NO	
If yes, explain:					
How did you overcome the problem(s)?					

III. EMPLOYMENT									
1. What was your actual mission or role at the deployment location? (Check all that apply, but please be specific.)									
Missions									
<i>Law Enforcement</i>		<i>Aircraft Security</i>		<i>Air Base Defense</i>					
Law & Order		Restricted Area Access		Perimeter Posts					
Personnel Security		Storage Area Security		Entry Control					
Circulation Control				Patrolling					
Passes and ID				Runway denial					
SP Administration									
Customs									
		% spent doing Air Base Defense.							
		% spent doing Aircraft Security missions or roles.							
		% spent doing Law Enforcement missions or roles.							
2. Using the boxes below, describe by unit name/designation your chain of command through Joint Task Force Commander (JTF/CC) or equivalent (go as high as possible using the blocks provided).									
<u>SUPERVISOR</u>								<u>JTF/CC</u>	
3. Please check the appropriate box(es) for the forces you had regular daily interaction with and describe your relationship with each:									
Multinational or UN Forces						YES		NO	
WHO:									
Other U.S. Forces						YES		NO	
WHO:									
Host nation forces						YES		NO	
WHO:									
4. Was there a base support agreement that included security?						YES		NO	
5. What was your work-rest schedule?						PLACE X BELOW			
8 hours on duty and 16 off									
7 days on and 2 off									
12 hours on duty and 12 hours off									
1 day on and 1 day off									
If other. explain									
6. Did the rules of engagement (ROE) differ from standard USAF?						YES		NO	
If yes, explain:									
7. What weapon(s) were you authorized to employ? (Check all that apply)						PLACE X BELOW			
Lethal									
Non-Lethal (Batons, Mace, Stun Guns, etc.)									
MWD									
Other									
If Other Explain:									
8. Where ther weapons you should have had but didn't?						YES		NO	
If yes, list them and explain why they were necessary:									

9. What type of communications equipment did you employ?					PLACE X BELOW				
Scope Shield II									
Tactical Radios (PRC77, 104, etc.)									
Saber or other land mobile radios									
Other									
If other, explain:									
10. Was the communications equipment adequate to help you accomplish your mission?					YES		NO		
If no, explain why and how you overcame the shortfall:									
11. What kind of vehicles did you employ to complete your mission(s)?					PLACE X BELOW				
Tactical (HMMWV, M35.)									
Non-Tactical (pickups/sedans)									
Civilian rental/lease vehicles									
Other (Explain):									
12. How were your vehicles assigned to you?					PLACE X BELOW				
Deployed with you									
Allocated upon arrival									
Allocated later									
Other (Explain):									
13. Were the assigned vehicles sufficient to complete your mission(s)?					YES		NO		
If no, explain how you overcame the shortfall:									
14. Was the services support (postal, recreation, finance, morale calls, etc.) you received adequate?					YES		NO		
If no, explain what was inadequate:									
15. How were you billeted?									
Tents		Barracks		Contract Quarters (Hotel)		Other			
If other, explain:									
16. How was your messing carried out?									
MREs		Dining Hall		Mixed hot meals and MREs		Other			
If other, explain:									
17. Were resupply procedures adequate?					YES		NO		
If no, explain why and suggested fixes:									

IV. REDEPLOYMENT									
1. What was your actual departure date ?									
2. Our mode of travel was (check all that apply):									
Mil-Air		Civ Air (TR/Charter)		GOV					
POV		Sealift		Rail					
Other		Please list							
3. Total number of days between notification and departure?									
4. What was your aerial port of re-embarkation (APOE)?									
5. What was your aerial port of re-debarkation (APOD)?									
6. Were you able to use your government issued credit card on your deployment?				YES		NO			
7. Did you have any enroute stops?				YES		NO			
If yes, what was the reason (for each stop):									
8. Did you debark at your home station?				YES		NO			
If not, why not?									
How did you get there?									
9. Did you leave any equipment behind (radios, weapons, vehicles, etc.)?				YES		NO			
If yes, please list the equipment and why each type/piece was left:									
How did you recover this equipment?									
10. Did you find any of your equipment ineffective or inadequate?				YES		NO			
If yes, explain why:									
How did you overcome the ineffectiveness or inadequacy?									
11. Did you encounter any problems returning your equipment to home station?				YES		NO			
If yes, explain why									
How did you overcome the problem(s)?									
12. Did you conduct or receive any mission specific training during your deployment?				YES		NO			
If yes, list the training and reason for its presentation:									
13. Could your team/UTC training have been improved?				YES		NO			
If yes, how?									
14. Did you (or any of your team/UTC) become infected or encounter persons infected with unique health problems? [Lyme disease, Malaria, Hepatitis, HIV (come in contact with an infected person), etc.]				YES		NO			
If yes, explain:									
15. Were you (or anyone on your team/UTC) forced to return early?				YES		NO			
If yes, explain:									
How were replacements made?									

16. Did you make any procedural or equipment modifications that had a significant positive impact on your mission accomplishment?	YES		NO
If yes, explain:			
ADDITIONAL COMMENTS:			
<i>PLEASE UTILIZE THE BELOW SPACE TO EXPOUND UPON YOUR PREVIOUS ANSWERS</i>			

Attachment 4 (ADDED-AFMC) MINIMUM PT STANDARDS FOR QFEB2, QFEBR

Minimum PT Standards for QFEB2, QFEBR				
	<i>AGE</i>	<i>PUSH-UPS MALE/FEMALE</i>	<i>SIT-UPS MALE/FEMALE</i>	<i>2 MILE RUN MALE/FEMALE</i>
	<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>
1	17-21	42/18	52/50	15:54/18:54
2	22-26	40/16	47/45	16:36/19:36
3	27-31	38/15	42/40	17:18/21:00
4	32-36	33/14	38/35	18:00/22:36
5	37-41	32/13	33/30	18:42/23:36
6	42-46	26/12	29/27	19:06/24:00
7	47-51	22/10	27/25	19:36/24:30
8	52+	16/9	26/22	20:00/25:00

Test Sequence

The test sequence is the push-up, sit-up, and 2-mile run. The order of events cannot be changed. There are no exceptions to this sequence. Airman should be allowed no less than 10 minutes, but ideally no more than 20 minutes, to recover between each event. The test administrator determines the time allotted between each event, as it will depend on the number of airmen who are participating in the test. Under no circumstances is the test valid if an airman cannot begin and end all three events in two hours or less. The following paragraphs describe the instructions for each event.

Push-up Instructions

(The test administrator must read the following to the airman taking test) The push-up event measures the endurance of the chest, shoulder, and triceps muscles. On the command "get set," you will assume the front-leaning rest position by placing your hands where they are comfortable for you. Your feet may be together or up to 12 inches apart. When viewed from the side, your body should form a generally straight line from your shoulders to your ankles. On the command "go" begin the push-up by bending your elbows and lowering your entire body as a single unit until your upper arms are at least parallel to the ground. Then return to the starting position by raising your entire body until your arms are fully extended. Your body must remain rigid in a generally straight line and move as a unit while performing each repetition. At the end of each repetition, the scorer will state the number of repetitions you have completed correctly. If you fail to keep your body generally straight, to lower your whole body until your upper arms are at least parallel to the ground, or to extend your arms completely, that repetition will not count, and the scorer will repeat the last correctly performed repetition. If you fail to perform the first ten push-ups correctly, the scorer will tell you to go to your knees and will explain your mistakes. You will then be sent to the end of the line to be restarted. After the first 10 push-ups have been performed and counted, no restarts will be allowed. The test will continue, and any incorrectly performed push-ups will not be counted. An altered, front-leaning rest position is the only authorized rest position. You may sag in the middle or flex your back. When flexing your back, you may bend your knees, but not to the extent that you are supporting most of your body weight with your legs. If this occurs, your performance will be terminated. You must return to, and pause in, the correct starting position before continuing. If you rest on the ground your performance will be terminated. You may reposition your hands and/or feet as long as they remain in contact with the ground at all times. Correct performance is important. You will have two minutes to do as many push-ups as you can.

Sit-up Instructions

(The test administrator must read the following to the airman taking test) The sit-up event measures the endurance of the abdominal and hip-flexor muscles. On the command "get set," assume the starting position by lying on your back with your knees bent at a 90-degree angle. Your feet may be together or up to 12 inches apart. Another person

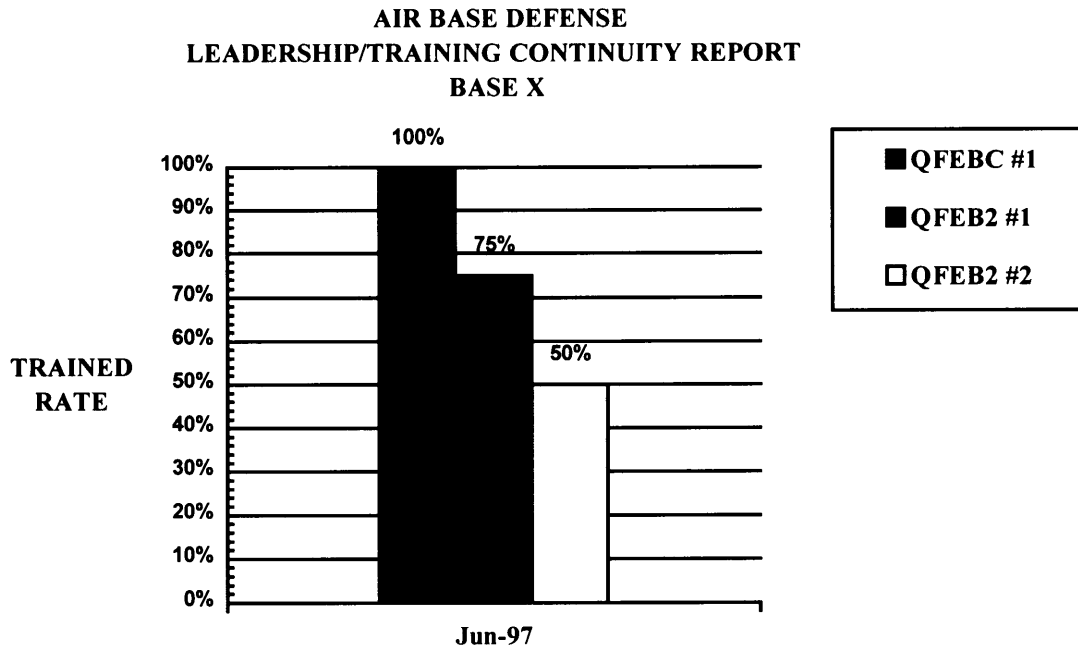
will hold your ankles with the hands only. No other method of bracing or holding the feet is authorized. The heel is the only part of your foot that must stay in contact with the ground. Your fingers must be interlocked behind your head and the backs of your hands must touch the ground. On the command "go," begin raising your upper body forward to, or beyond, the vertical position. The vertical position means that the base of your neck is above the base of your spine. After you have reached or surpassed the vertical position, lower your body until the bottom of your shoulder blades touch the ground. Your head, hands, arms, or elbows do not have to touch the ground. At the end of each repetition, the scorer will state the number of sit-ups you have completed correctly. A repetition will not count if you fail to reach the vertical position, fail to keep your fingers interlocked behind your head, arch or bow your back and raise your buttocks off the ground to raise your upper body or let your knees exceed a 90-degree angle. If a repetition does not count, the scorer will repeat the number of your last correctly performed sit-up. The up position is the only authorized rest position. If you stop and rest in down (starting) position, the event will be terminated. As long as you make a continuous physical effort to sit up, the event will not be terminated. You may not use your hands or any other means to pull or push yourself in the rest position. If you do, your performance in the event will be terminated. Correct performance is important. You have two minutes to perform as many sit-ups as you can.

Two-Mile Run

(The test administrator must read the following to the airman taking test) The two-mile run is used to assess your aerobic fitness and your leg muscle endurance. You must complete the run without any physical help. At the start, all airmen will line up behind the starting line. On the command "go," the clock will start. You will begin running at your own pace. You are being tested on your ability to complete the 2-mile course in the shortest time possible. Although walking is authorized, it is strongly discouraged. If you are physically helped in any way (for example, pulled, pushed, picked up, and /or carried) or leave the designated running course for any reason, you will be disqualified.

**Attachment 5 (ADDED - AFMC) EXAMPLE FORMAT FOR LEADERSHIP/TRAINING AND
PHYSICAL FITNESS REPORTS**

EXAMPLE FORMAT FOR LEADERSHIP/TRAINING REPORT



1. This QPI has a goal of 65 percent rate for each UTC assigned to the base. This measurement will begin in June 1997.
2. This QPI goal is calculated using the following formula: Calculate the numbers of security police leadership personnel (**QFEB**: flight leader (1), flight sergeant (1), squad leaders (3), and ratelos (3); **QFEB2**: squad leader (1), and fire team leaders (3)) assigned to a UTC that have been trained (attended GCS level I, II, IV; attended the Air Mobility Warfare Center (AMWC) and the Joint Regional Training Center (JRTC)). Divide this number by the total number of leadership positions that are assigned to that UTC. Multiply the result by 100.
3. If the percent of personnel meeting standards falls below the goal, or a unit fails to improve over the previous reporting period you must submit an analysis of the root cause, prepare an action plan for combating the problem, and an estimated completion date for implementation of the action plan.
4. Examples.

Example #1

Base X has 8 leadership positions assigned to QFEB #1. There are 8 personnel who have been trained to perform their wartime skills.

Calculations: trained rate/total leadership positions assigned to UTC x 100

$$8 \div 8 = 1.0$$

$$1.0 \times 100 = 100\%$$

Example #2

Base X has 4 leadership positions assigned to QFEB2 #1. There are 3 personnel who have been trained to perform their wartime skills.

Calculations: trained rate/total leadership positions assigned to UTC x 100

$$3 \div 4 = 0.75$$

$$0.75 \times 100 = 75\%$$

Example #3

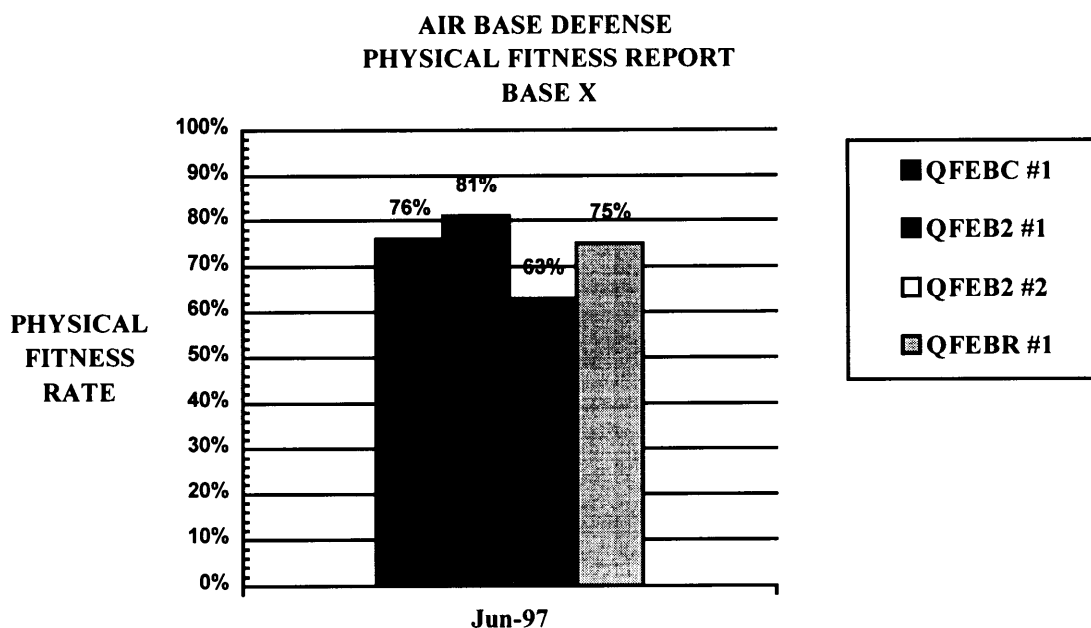
Base X has 4 leadership positions assigned to QFEB2 #2. There are 2 personnel who have been trained to perform their wartime skills.

Calculations: trained rate/total leadership positions assigned to UTC x 100

$$2 \div 4 = 0.50$$

$$0.50 \times 100 = 50\%$$

EXAMPLE FORMAT FOR PHYSICAL FITNESS REPORT



GENERAL INSTRUCTIONS

1. This QPI has an initial goal of 50 percent pass rate for each UTC assigned to the base. This measurement will begin in June 1997.
2. This QPI goal is calculated using the following formula: Calculate the numbers of security police personnel (primary and alternates) assigned to a UTC that can pass the physical fitness standards. Divide this number by the total number of security police personnel (primary and alternates) that are assigned to a UTC. Multiply the result by 100.
3. If the percent of personnel meeting standards falls below the goal, or a unit fails to improve over the previous reporting period you must submit an analysis of the root cause, prepare an action plan for combating the problem, and an estimated completion date for implementation of the action plan.
4. Examples.

Example #1

Base X has 53 (primary and alternate) mobility positions assigned to QFEBC #1. There are 40 personnel who can pass the AFMC/SP physical fitness standard.

Calculations: pass rate/total assigned to UTC x 100

$$40 \div 53 = 0.7547$$

$$0.7547 \times 100 = 76\%$$

Example #2

Base X has 16 (primary and alternate) mobility positions assigned to QFEB2 #1. There are 13 personnel who can pass the AFMC/SP physical fitness standard.

Calculations: pass rate/total assigned to UTC x 100

$$13 \div 16 = 0.8125$$

$$0.8125 \times 100 = 81\%$$

Example #3

Base X has 16 (primary and alternate) mobility positions assigned to QFEB2 #2. There are 10 personnel who can pass the AFMC/SP physical fitness standard.

Calculations: pass rate/total assigned to UTC x 100

$$10 \div 16 = 0.625$$

$$0.625 \times 100 = 63\%$$

Example #4

Base X has 4 (primary and alternate) mobility positions assigned to QFEBR #1. There are 3 personnel who can pass the AFMC/SP physical fitness standard.

Calculations: pass rate/total assigned to UTC x 100

$$3 \div 4 = 0.75$$

$$0.75 \times 100 = 75\%$$